

# CTE DATA REPORTING ESSENTIALS



# GET ENERGIZED



GOING, AND GOING ...

# CTE ENROLLMENT DATA REPORTING

**School Year 2013-2014** 

**BY JANET SILAO** 

# CTE Course Enrollment and Performance Measures Reporting Timeline for FY 2014

PLEASE NOTE: If any of the dates below fall on a Saturday or Sunday, the item is due the following Monday. Does not include Assessment dates.

Due Date	Item/Document/Report								
October 1, 2013	Online Performance Measures System open for Graduate Placement Surveys –								
	Districts may begin conducting Student Graduate Placement Surveys for								
	graduates from prior year								
November 15, 2013	40 <sup>th</sup> Day Course Enrollment Report due								
December 31, 2013	Complete Student Graduate Placement Surveys (students placed between								
	October 1 – December 31) – may enter online through April 15								
January 1, 2014	Online System opens for input of Participants/Concentrators								
January 10, 2014	40 <sup>th</sup> Day Course Enrollment Signed Verification Reports due								
March 10, 2014	100th Day Course Enrollment Report due								
April 10, 2014	100th Day Course Enrollment Signed Verification Reports due								
April 15, 2014	FY 2013 Placement Verification Reports due								
June 15, 2014	Participant and Concentrators Verification Reports due								
	Deadline for LEAs to submit Exemption Request								
	Final changes/corrections to Course Enrollment and Performance Measures data due								
June 16, 2014	ADE closes the online system								
June 30, 2014	CTE sends (email) FY 2014 Preliminary State Funding Reports for FY 2015 funding allocation								
July 31, 2014	Appeal for all funding issues due								
August 15, 2014	Performance Measures reports available on the ADE/CTE web site. Reports								
	available to use for district analysis and Annual Program Evaluation for 2013-2014								
September 1, 2014	CTE sends (email) FY 2014 Final Funding Reports for FY 2015 funding allocation								



- Text Files must be submitted no later than 2 weeks before verification report due date
- CTE will send reports to districts via ADE Secure File Delivery system
- ALL data submission/corrections notifications and signed verification signature pages, send to:

CTEDataCollection@azed.gov

#### **COURSE ENROLLMENT REPORT**

Based on approved programs and courses listed for your school



## **Program Profile Table- reviewed and updated**

- Identifies active programs at each high school currently participating in CTE accountability reporting
- An online report listing all non-articulated and articulated active and inactive programs for the current school year

Go to Performance Measures System <a href="https://www.ade.az.gov/PerfMeasures/framemanager.asp">https://www.ade.az.gov/PerfMeasures/framemanager.asp</a>

Log in with your district User ID and Password

**Click on Administrative** 

**Click on PROGRAM PROFILE** 



Select the school you want to work on

Click Here to Change

#### Program Profile for SAMPLE SCHOOL

Non-JTED Active Programs

150000 Engineering Sciences

#### SAMPLE DISTRICT

CTDS: 12:34-56:001 Program Information											
Program/Option Name	Non-JTED Status		Birth Fiscal Year	Inactive Fiscal Year	Action						
-Select a Program-	-Select a Status- ▼				SaveProg						
	-Select a Status- ▼				SaveOpt						
	JTED Status	JTED School	Birth Fiscal Year	Inactive Fiscal Year	Action						
	-Select a Status- ▼	-Select a School-			SaveNPro						
	-Select a Status- ▼	-Select a School-			SaveNOpt						

Program Number	Program/Option Name	Non-JTED Status		Most Recent Birth Year	Most Recent Inactive Year	Action
010100	Agricultural Business Management - Agriscience	Approved		2011		Delete
010100	- Agribusiness Systems - Opt F	Approved		2011		Delete
490100	Air Transportation	Approved		2013		Delete
410100	Bioscience	Reapproved		2014		Delete
520200	Business Mgmt & Admin Services	Approved		2007		Delete
460400	Construction Technologies	Approved		2010		Delete
120400	Cosmetology	Approved		2002		Delete
120500	Culinary Arts	Approved		2001		Delete
521900	Design and Merchandising	Approved		2006		Delete
Program Number	Program/Option Name	JTED Status	JTED School	Most Recent Birth Year	Most Recent Inactive Year	Action
131200	Education Professions	Reapproved	CAVIT CENTRAL CAMPUS	2003		Delete
430200	Fire Service	Conditionally approved	PCJTED - CENTRAL CAMPUS	2011		Delete
430100	Law Public Safety and Security	Received New	WEST-MEC - CENTRAL CAMPUS	2010		Delete
Inactive	Programs					
Program Number	Program/Option Name	Inactive Status		Most Recent Birth Year	Most Recent Inactive Year	Action
510600	Dental Assisting	Withdrawn by ADE		2009	2013	Delete
460300	Electrical and Power Transmission Technologies	Withdrawn by District			2009	Delete

Withdrawn by District GIFT Central Campus

2010

Delete

Placement Participant/Concentrator Enrollment Coherent Sequence Maintenance Administrative - Post Sec Schl - Program Profile - Profile History

Click on Post Sec Schl to add/view Post Secondary Schools

Reporting



### **COHERENT SEQUENCE**

Lists all programs and courses expected to be taught for the current school year

- GO TO <a href="https://www.ade.az.gov/PerfMeasures/splash.asp">https://www.ade.az.gov/PerfMeasures/splash.asp</a> and LOG IN
- CLICK ON COHERENT SEQUENCE AND SELECT SCHOOL
- SELECT THE 2014 COHERENT SEQUENCE- for edits/updates

Complete instructions are included on the website

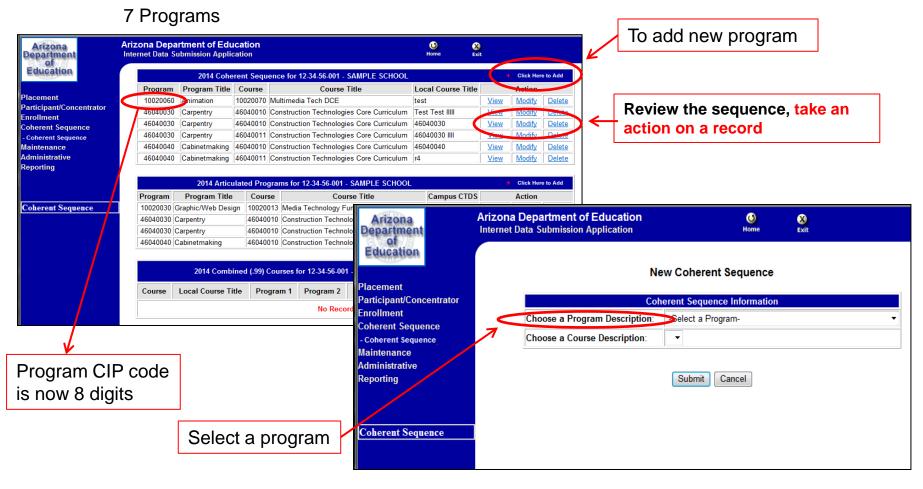
2013 40<sup>th</sup> and 100<sup>th</sup> day course enrollment data have been loaded into the 2014 sequence..... EXCEPT....







- ADD any of the programs that had options in 2013 and now are programs in 2014
   41 Programs
- ADD any of the programs that are part of Communications Media





#### Arizona Department of Education Internet Data Submission Application





#### 2014 Coherent Sequence

Coherent Sequence Information								
CTDS	Schoo	l name	Fiscal Year					
12-34-56-001	SAMPLE	SCHOOL	2014					
Prog	ram	Descri	iption					
10020	0060	Anim	ation					
Course(1-	7 digits)	Description						
1002	000	Music and Audio Production I						
	Coherent I	nformation						
8th digit of Course Number	er 0 New	v Course 🔳 New Program						
Local Course Title								
Is this course taught off-campus?								

#### You must hit the submit button to save any changes made

Submit Cancel

Is this course taught off-campus?	Yes No
Articulated School name	-Select- ▼
Articulated Enrollment type	-Select- ▼





All courses listed on the 2014 Coherent Sequence, for each school, are active and reported for 40<sup>th</sup> Day and/or 100<sup>th</sup> Day!





# 2014 CTE Program List and 2014 Program Codes and Titles

Available in the CTE online Handbook at

http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/

Program Codes and Titles provides a complete list of sequence of courses that should be offered in Career Preparation for each CTE program



# **2014 NEW CTE PROGRAMS**

01010000	Environmental Service Systems
01010020	Food Products and Processing Systems
01010030	Plant Systems
01010040	Animal Systems
01010050	Natural Renewable Resources Systems
01010060	Power, Structural and Technical Systems
01010090	Agribusiness Systems
15120020	Computer Maintenance
15120030	Network Technologies
15120040	Software Development
15120050	Web Page Development
15130020	Architectural Drafting
15130030	Electronics Drafting
15130040	Mechanical Drafting
46030020	Residential Electrician
46030030	Industrial Electrician
46040020	Advanced Construction Technologies
46040030	Carpentry
46040040	Cabinetmaking
47060020	Automotive Technologies
47060030	Automotive Collision Repair
47060040	Diesel Engine Repair
47060050	Aircraft Mechanics
48050020	Automation/Robotics
48050030	Precision Machining

50050020	Technical Theatre
50050030	Arts Management
51080020	Pharmacy Support Services
51080030	Laboratory Assisting
51080040	Medical Imaging Support Services
51080050	Sports Medicine and Rehabilitation Services
51080060	Medical Assisting Services
51090020	Respiratory Therapy Technician
51090030	Emergency Medical Services
51090040	Surgical Technician
52180020	Professional Sales and Marketing
52180030	Advertising and Public Relations
52180040	Entertainment Marketing
52180050	Entrepreneurship
52190020	Fashion Design and Merchandising
52190030	Interior Design and Merchandising

New Communicationsm Media programs							
10020000	Music/Audio Production						
10020020	Digital Printing						
10020030	Graphic/Web Design						
10020040	Journalism						
10020050	Digital Photography						
10020060	Animation						
10020090	Film & TV						





# **2014 NEW CTE PROGRAMS**

#### Programs that meet local occupational need

28.0101.00	Air Force JROTC
28.0301.00	Army JROTC
28.0401.00	Navy/Marine Corp JROTC
15.0506.00	Environmental Control Technologies Water Operator
51.0808.00	Veterinary/Animal Health Technician/ Veterinary Assistant.

Districts must show local need, outcomes, and approved program elements by submitting a "Proposed Occupational Program Request" form

Request form is located in <a href="http://www.azed.gov/career-technical-education/forms/">http://www.azed.gov/career-technical-education/forms/</a>



# **TEACHERS** must be properly certified by February 28

**TEACHER CERTIFICATION REQUIREMENTS FOR PROGRAMS-** Use the Coherent Sequence and Certification section of the online Handbook as your guide in knowing what certification your teacher needs <a href="http://www.azed.gov/career-technical-education/cte-administrators-online-handbook">http://www.azed.gov/career-technical-education/cte-administrators-online-handbook</a>



## **COURSE ENROLLMENT REPORTING OPTIONS**

- Online Web Submission
   https://www.ade.az.gov/PerfMeasures/Security.asp
- Text File Submission (Email Attachment)

All enrollment submissions and corrections must be submitted electronically by <u>one</u> of these methods





# COURSE ENROLLMENT REPORTING ONLINE SYSTEM



## https://www.ade.az.gov/PerfMeasures/splash.asp





# Login

Submit your Career and Technical Education Course Enrollment Report, Placement Survey Report And Participant/Concentrator Report ONLINE!

Arizona Department of Education
Career and Technical Education Internet Data Reporting Application

YOU FORGOT??



			BURNER
Career	CIIL	TECHNICAL	EDUCATION

Username: Password:

Login

#### Arizona Department of Education

Placement
Participant/Concentrator
Enrollment
Coherent Sequence
Maintenance
Administrative
Reporting

# Arizona Department of Education Internet Data Submission Application





#### CAREER AND TECHNICAL EDUCATION

Click on "Placement" to enter/edit Placement Surveys
Click on "Participant/Concentrator" to enter/edit the Participant or
Concentrator Information

Click on "Enrollment" to enter/edit Course Enrollment
Click on "Coherent Sequence" to enter/edit Coherent Sequence
Click on "Maintenance" to Change your password
Click on "Administrative" to view Program Profile
Click on "Reporting" to produce PM Reports



Placement Participant/Concentrator Enrollment

Course Enrollment
Coherent Sequence
Maintenance
Administrative
Reporting







# CAREER AND TECHNICAL EDUCATION

Click on "Placement" to enter/edit Placement Surveys

Click on "Participant/Concentrator" to enter/edit the Participant or Concentrator

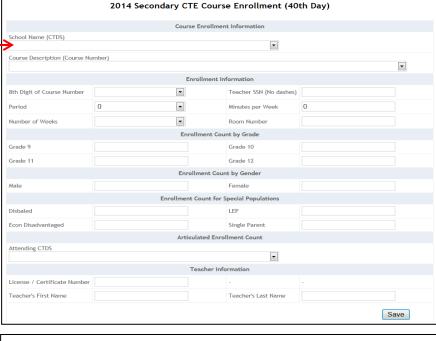
Information

Click on "Enrollment" to enter/edit Course Enrollment
Click on "Coherent Sequence" to enter/edit Coherent Sequence
Click on "Maintenance" to Change your password
Click on "Administrative" to view Program Profile
Click on "Reporting" to produce PM Reports



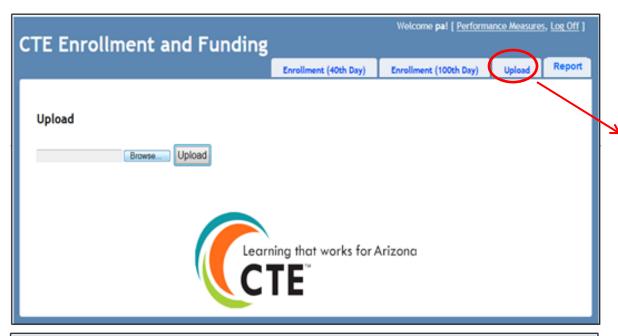
#### Program Title box

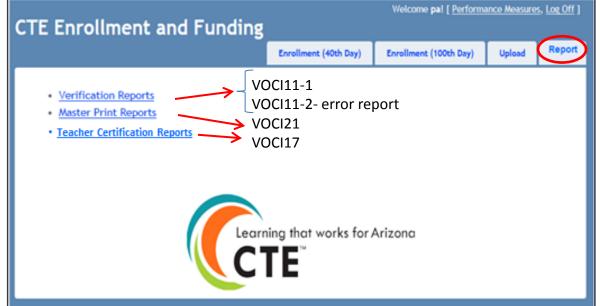




	Course Enro	ollment Information	
School Name (CTDS)			
		•	
Course Description (Course Nu	imber)		•
	- "	ent Information	
8th Digit of Course Number	•	Teacher SSN (No dashes)	
Period	0	Minutes per Week	0
Number of Weeks	•	Room Number	
	Enrollmer	nt Count by Grade	
Grade 9		Grade 10	
Grade 11		Grade 12	
	Enrollmen	t Count by Gender	
Male		Female	
	Enrollment Coun	t for Special Populations	
Disbaled		LEP	
Econ Disadvantaged		Single Parent	
	Articulated	Enrollment Count	
Attending CTDS			
	Tb	er Information	
	leache	er iniormation	
License / Certificate Number		-	-
Teacher's First Name		Teacher's Last Name	











#### **VOCI11-1 VERIFICATION REPORT**

REPORT NAME: VOCI 11-1 ARIZONA DEPARTMENT OF EDUCATION REPORT DATE: 03/13/13
40TH DAY CAREER AND TECHNICAL ENROLLMENT VERIFICATION REPORT PAGE 1

SCHOOL YEAR 2012-2013

CTD: 123456 SCH: 610

PLEASE REVIEW IT FOR CORRECTNESS.

COUNTY: PIMA

DISTRICT: SAMPLE UNIFIED DISTRICT \*RECORDS ADDED TO THE CTE ENROLLMENT FILE\*

SCHOOL: SAMPLE HIGH SCHOOL \*\*RECORDS ADDED TO THE CTE ENROLLMENT FILE\*

THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.

PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO:

ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
MANAGEMENT INFORMATION SERVICES UNIT, BIN 36
1535 WEST JEFFERSON STREET
PHOENIX, AZ 85007
FAX: (602) 542-5832

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON ------ PHONE -----

STUDENTS
TAKING CTE.
COURSES IN
ANOTHER SCHOOL

NUMBER OF

				SPECIAL NEEDS										ANOTHER SCHOOL										
						MIN	NO							ECON	1		EN	ROLI	MENT	COU	INTS		AND	CTDS NO.
	TRAN	COURSE	CODE			PER	OF		TECH	CERTIFICAT	re no.			DIS										
	CODE	COURSE	TITLE	TERM	PER	WEEK	WKS	ROOM	PREP	TEACHER'S	NAME	DISABLE	LEP	ADV	SP	M	F	09	10	11	12	TOTAL	COUNT	CTDS
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#### **VOCI11-2 VERIFICATION REPORT (ERROR REPORT)**

REPORT NAME: VOCI 11-2 ERROR REPORT ARIZONA DEPARTMENT OF EDUCATION REPORT DATE: 05/22/13 PAGE 1 100TH DAY CAREER AND TECHNICAL COURSE ENROLLMENT VERIFICATION REPORT SCHOOL YEAR 2012-2013 CTD: 134567 SCH: 230 COUNTY: YAVAPAT DISTRICT: SAMPLE UNIFIED DISTRICT \*RECORDS NOT ADDED TO THE CTE ENROLLMENT FILE\* SCHOOL: SAMPLE HIGH SCHOOL ------THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT. PLEASE REVIEW IT FOR CORRECTNESS. BASIC ERRORS HAVE BEEN NOTED, AND ERROR MESSAGES INCLUDED. RECORDS WITH ERRORS WILL NOT BE ADDED TO THE ENROLLMENT FILE AND THE STUDENTS WILL NOT BE COUNTED FOR FUNDING. PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO: CTEDataCollection@azed.gov I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES. DATE SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL NUMBER OF CONTACT PERSON ------ PHONE ------STUDENTS TAKING CTE COURSES IN SPECIAL NEEDS ANOTHER SCHOOL MIN NO ECON ENROLLMENT COUNTS AND CTDS NO. PER OF TECH CERTIFICATE NO. TRAN COURSE CODE DIS CODE COURSE TITLE TERM PER WEEK WKS ROOM PREP TEACHER'S NAME DISABLE LEP ADV SP M F 09 10 11 12 TOTAL COUNT CTDS A 52.0200.71 2 1 1000 18 Q106 Y 589123426 Bus Mgmt/Admin Srv \*\*\*\* ROMERO MJ \*\*\*\* MINUTES LESS THAN 1100 FOR COOPERATIVE EDUCATION 

Schaefer

\*\*\*\* THE COURSE CODE IS MISSING OR INVALID

#### **VOCI11-1 & VOCI11-2 SIGNATURE PAGE/S**

REPORT NAME: VOCI 11-1 ARIZONA DEPARTMENT OF EDUCATION REPORT DATE: 06/15/13 PAGE

100TH DAY CAREER AND TECHNICAL COURSE ENROLLMENT VERIFICATION REPORT

SCHOOL YEAR 2012-2013

CTD: xxxxxx SCH: 201

COUNTY: PIMA

DISTRICT: SAMPLE UNIFIED DISTRICT \*RECORDS ADDED TO THE CTE ENROLLMENT FILE\* SAMPLE HIGH SCHOOL

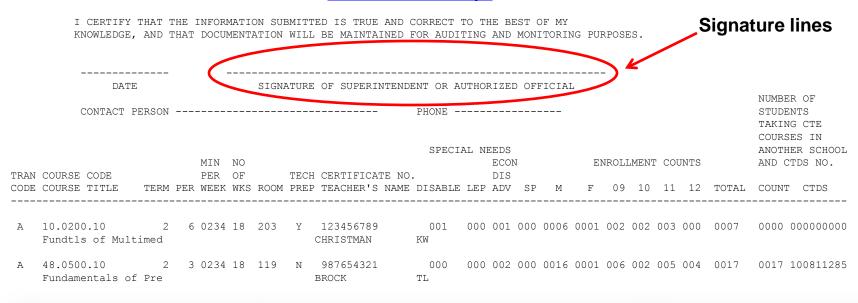
THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.

PLEASE REVIEW IT FOR CORRECTNESS.

PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS

USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE EMAILED TO:

CTEDataCollection@azed.gov



### Email the signed signature page to CTE CTEDataCollection@azed.gov

#### **VOCI21 MASTER PRINT REPORT**

NUMBER OF

REPORT NAME: VOCI 21-1 ARIZONA DEPARTMENT OF EDUCATION PAGE
REPORT DATE: 05/30/13 CAREER AND TECHNICAL EDUCATION

COURSE ENROLLMENT 40TH & 100TH DAY MASTER PRINT SCHOOL YEAR 2012-2013

CTDS: 123456789

COUNTY: APACHE

DISTRICT: SAMPLE UNIFIED DISTRICT
SCHOOL: SAMPLE HIGH SCHOOL
TAKING CTE

SPECIAL NEEDS COURSES IN
ANOTHER SCH

COURSE NO:TM:PER: WKS:PRE	P: CERT NO : 0				ECON DIS			ENDOI	T MENIO	COUNTS				ANOTHER SC	νп.
COURSE CODE TITLE: MIN:ROC			DISAB:	LEP :		SP :	. M				11:	12 : *****	TOTAL: (	CNT: CTDS	****
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48.0508.10: 1: 1 : 19 : N	:123456789:	Y :	:	:	: :	:	:	: :	:	:	· · · · · · · · · · · · · · · · · · ·	: 3:	: 5:	: :	
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- ALL submissions will be ONLINE
- Districts
  - can view/print their reports after data submission/corrections
  - > see errors and make corrections after data upload (text file submission)

**TARGET DATE is OCTOBER 2013** 



Send an email to:

CTEDataCollection@azed.gov

Include the school/district name that you are reporting



# The enrollment data submitted is used to generate the State Priority Grant funding

#### Funding requirements

- Approved/Active CTE program/s
- Certified teacher
- Participant/Concentrator report
- Placement report



For important due dates- CTE Course Enrollment and Performance Measures Reporting Timeline for FY 2014

http://www.azed.gov/career-technical-education/files/2013/01/cte-course-enrollment-and-performance-measures-reporting-timeline-for-fy-2014.pdf







GOING, AND GOING ...

# State grant approval is tied to the federal grant approval

Program approval for Federal Perkins Grant funds and State Priority Grant funds are one and the same.

If you are unapproved for Perkins you are also unapproved for Priority programs funds.

## **EXEMPTION REQUEST**

http://www.azed.gov/career-technical-education/forms/

- May be submitted any time during the school year, prior to the deadline date in June
- Will be approved or disapproved by the Program Specialist
- If granted, it's good for one year

Contact Person:

#### CTE Exemption Request FY 2013

Contact Person:		Phone :			Date:	7/9/2013 mm/dd/yyy			
School:	Please Select School ▼	District:	Please Select School or CTDS	4	CTDS:	Please Select CTDS ▼			
Program Name:	Please Select Program ▼				CIP:	Please Select CIP ▼			
Has this program ever rece	ived a prior exemption? Yes in:	FY08 FY09 I	FY10 FY11 FY12						
Please identify, by checking the appropriate boxes, the exemption(s) requested for this program:									
(May check more than one)	Evidence to Consider	Data Source							
Coherent Sequence				4	□ Align	ment Report			
Low Performance				4	251 T	ALMS Reading			
☐ Teacher Certification				A					
□ Other				4	See A	uttached			
Please submit one request per program. Requests must be submitted by 7/20/2013.  Please contact Deb Payne at Deb.Payne@azed.gov or call 602-542-3034 if you have questions.									



# RESOURCES FOR MORE INFORMATION OR IF HELP IS NEEDED WITH COURSE ENROLLMENT REPORTING

#### **ONLINE HANDBOOK**

http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/

#### **ENROLLMENT REPORTING SERVICES**

http://www.azed.gov/career-technical-education/carl-d-perkins-accountability-and-reporting/

#### **WORKSHOP HANDOUTS**

#### CTE staff

- ✓ Call
- **√Email**
- ✓ Meet in person



# Feel Free To Contact Us Anytime

Enrollment, Participant/Concentrator, Placement, and Program Profile Table inquiries should be referred to one of the following:

Janet Silao 602-542-5485 Tammie Chavez 602-542-3839

Performance Measures online system inquiries should be referred to:

Donna Kerwin 602-542-7881

Exemption Inquiries should be referred to:

Deb Payne 602-542-3034

State Priority Grant inquiries should be referred to one of the following:

Sheila Martinez 602-542-5137 Jeanne Roberts 602-364-2211



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